

A photograph of a project management Gantt chart on a desk. The chart shows various project tasks with colored bars (blue, green, orange) indicating their duration across a timeline from 2000 to 2001. A white keyboard is visible in the upper right corner of the image.

# Project Management

Deliver & Furnish

Project Management

Warehousing

Delivery & Installation

Move-In Experience

## Turn your plan into reality with our dedicated project management experts.

A well-executed project is based on effective communication, tested processes, and an experienced and responsive team. Our project managers coordinate all steps for smooth implementation and installation, including:

- Review project plans, specifications, budget and schedule. Conduct on-site visits, team meetings or conference calls as required.
- Create furniture schedules. Manage all progress related to site-readiness and direct corrective action as appropriate to ensure all work is finished within the project schedule as established by project team.
- Develop, communicate and manage project timing and action plans in conjunction with project team.
- Procure, review, negotiate and approve quotes/bids for furniture manufacturers.
- Check specifications against furniture plans. Communicate any required changes to project team. Provide any requested value engineering solutions/recommendations to project team.
- Schedule and lead pre-installation meetings. Review project requirements, schedule and work plan with the install lead to ensure they are prepared.
- Perform on-site visits before, during and after the installation, if needed and approved. Determine furniture truck delivery and phasing with labor partner.
- Monitor and control projects through the client team to ensure project (furniture) is completed on schedule and within budget.
- Provide direction and leadership for the project's success by utilizing Operational Excellence, lean methodologies, inspections and standard work procedures to ensure the most cost effective solution.
- Ensure change orders/additional services are accurately documented, approved and executed.
- Complete final furniture punchlist for each phase and resolve outstanding issues to your satisfaction.
- Ensure post project meetings are conducted and documented to share lessons learned.

Led by parent company Omni Workspace Company, our family of brands has been serving leading local and national organizations with the highest quality products and facility services for over 60 years.

A&M Business Interior Services | Atmosphere Commercial Interiors | Atmosphere Services (AZ)

[www.atmosphereci.com/services](http://www.atmosphereci.com/services)